

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 31-501

**AIR FORCE RESERVE COMMAND
Supplement 1**

1 August 2000

Security

**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

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(Ms Kathy Fincher-Simonton)
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The OPR for this supplement is HQ AFRC/SFI (Ms Kathy Fincher-Simonton). This supplement implements and extends the guidance of Air Force Instruction (AFI) 31-501, 1 August 2000. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by “(AFRC)” in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision changes AFRES to AFRC in all supplemented information; requires chief, information security branch, to act as focal point for all waivers (para 1.1.2); clarifies reserve personnel in inactive ready reserve status constitutes a break in service (para 2.8); requires unsuitable determination be coordinated with ISPM (para 3.2.2.2); requires AFRC/SG be notified on submission of EPSQ for reserve medical officers personnel (para 3.8.1); clarifies AIS access for personnel occupying nonsensitive positions (para 3.27.2); clarifies AFRC authorized requesters (para 5.2.1); expands criteria on submitting PSIs to include traditional reservist (para 5.6.1); defines day-to-day access for reservist and includes a sample SAR code change letter (para 7.1.2.1 and atch 26); requires personnel preparing orders to verify clearance (para 7.3.1); requires ISPM to review all SIF (para 8.2.1.8); ISPM is designated to serve as liaison with the CAF (para 8.6.3); adds derogatory information from AFI 31-501 and DoD 5200.2-R for clarification purposes; security managers are responsible for training/briefing on continuous evaluation (para 9.3.1); requires commanders or supervisors to conduct termination briefings (para 9.5.1); requires appointment of security manager to be a full time individual (para 11.1.5.1); clarifying additional options in EPSQ (para A2.2.1.3.1); requires all records to be reviewed within 7 days of receipt (para A2.6.); eliminates medical records check for civilians when records are not available.

1.1.2. The Chief, Information Security Branch (HQ AFRC/SFI), manages the Personnel Security Program within AFRC; and acts as the focal point for waivers, inquires, and recommendations of changes to this supplement and AFI 31-501 by AFRC units.

2.8. Reserve personnel assigned to ARPC in Individual Ready Reserve Status over 24 months constitutes a break in service.

3.2.3.3. Unsuitable determinations are coordinated with the ISPM.

3.8.1. HQ AFRC/SG is notified upon submission of EPSQ package for all medical officer candidates.

3.11. If an interim security clearance is granted for an individual to attend a technical school the interim security clearance must be granted by the training school commander, or coordinated with them first to ensure they will accept the individual with an interim security clearance. The student must report one work day earlier than the class start date with a copy of his/her SF 86 (or EPSQ); AF Form 2583 showing that a favorable review of local personnel records, base/security force records, and medical records was accomplished; and a confirmed receipt of the investigation request.

3.14.3.1. Document access approval on an AF Form 2583 and filed IAW AFMAN 37-139.

3.18. Document access approval on an AF Form 2583 and file IAW AFMAN 37-139.

3.25. Suitability determination will be documented with a copy forwarded to the ISPM. (See Attachment 24 Sample Memorandum)

3.27.2. Persons occupying non-sensitive positions are not granted security clearances; a favorably completed PSI is sufficient to allow AIS access.

4.1.1.3. The ISPM confirms the investigation with the CAF.

5.2.1. AFRC chiefs of security forces, or their designee, are designated as authorized requesters of PSIs on AFRC installations. AFRC tenant units will submit request through the host authorized requester in accordance with host tenant support agreement as appropriate.

5.6.1. Traditional reservists submit required paperwork to the authorized requester within 3 UTAs. All other investigations must be completed within 30 days of the initial notification, but the goal is 14 days. Failure to submit required paperwork on time is justification to establish a Security Information File (SIF) and suspend access to classified information.

7.1.2.1. Positions will be SAR coded that require day-to-day access. Day-to-day access is defined as access on a recurring basis. For reservists and IMA's access during a unit training assembly constitutes recurring. See attachment 25 for sample SAR code change request letter and attachment 26 for Assigned Major Command Identity (AMI) Codes. SAR Code request letters can be submitted through official email.

7.3.1. Personnel preparing orders must verify individual's security clearance eligibility with their unit security manager each time orders are prepared.

8.2.1.8. SIFs will be forwarded to the ISPM for review. ISPM will verify all appropriate documentation is contained in the file and forward the file to the CAF.

8.6.3. Within AFRC, the POC can be the ISPM.

8.7. The individual's commander will coordinate request through the ISPM prior to submission to the CAF.

9.1.1.2.1. (Added) Any derogatory information relating to the following will be reported to the ISPM upon notification or receipt of the derogatory information (Reference DoD 5200.2-R, Chpt 8 and Appendix I):

9.1.1.2.1.1. (Added) Allegiance to the United States.

9.1.1.2.1.2. (Added) Foreign influence.

9.1.1.2.1.3. (Added) Foreign preference.

9.1.1.2.1.4. (Added) Sexual behavior.

9.1.1.2.1.5. (Added) Personal conduct.

9.1.1.2.1.6. (Added) Financial considerations.

9.1.1.2.1.7. (Added) Alcohol consumption.

9.1.1.2.1.8. (Added) Drug involvement.

9.1.1.2.1.9. (Added) Emotional, mental, and personality disorders.

9.1.1.2.1.10. (Added) Criminal conduct.

9.1.1.2.1.11. (Added) Security violations.

9.1.1.2.1.12. (Added) Outside activities.

9.1.1.2.1.13. (Added) Misuse of Information technology Systems.

9.3.1. (Added) Security managers will train/brief commanders on continuous evaluation. ISPM will ensure security managers are adequately trained.

9.5.1. (Added) Supervisors or security managers conduct termination briefings by debriefing all individuals with security clearance eligibility when they terminate civilian employment, separate from the military service, have their access suspended or terminated, or have their clearance revoked or denied.

11.1.5.1. Appoint as either a primary or alternate security manager, a full time individual or Air Reserve Technician (ART). Due to the importance of security manager duties, commanders/ directorates must refrain from assigning further additional duties to individuals performing security manager duties. Provide the ISPM a letter of appointment of a primary and alternate security manager.

A2.2.1.3.1. Another option that is built into EPSQ is to transmit the file to DSS via the Internet.

A2.6. To meet the AF goals outlined in paragraph 5.6.1 and 5.6.1.1, all records must be reviewed within 7 days of receipt of AF Form 2583.

A2.6.3. When medical facilities are not available for civilian employees, the medical records check is not required.

Attachment 24**SAMPLE MEMORANDUM EMPLOYMENT SUITABILITY DETERMINATION****MEMORANDUM FOR:** (Security Forces)**FROM:** CPF/HRO**SUBJECT:** Record of Employment Suitability Determination

- 1. Mr. John Doe, SSAN, 222-12-1234, who is a NAF employee, has been the subject of a National Agency Check for the purpose of (position of trust, unescorted entry, access to base local area network/automated information systems).**
- 2. I have determined, based on my review of his/her investigation that the results are (favorable/unfavorable).**

CPF/HRO GRANTING AUTHORITY

Privacy Act of 1974 as Amended applies - This memo contains information which must be protected IAW DoD 5400.11 R, and it is For Official Use Only (FOUO).

Attachment 25

SAMPLE SAR CODE CHANGE REQUEST

MEMORANDUM FOR: (Security Forces)

MSS (Manpower Representative)

HQ AFRC/SFI

HQ AFRC/XPM

IN TURN

FROM: Unit

SUBJECT: Request to Change Security Access Requirement (SAR) Codes

1. Request unit manpower document (UMD) be updated to reflect SAR code changes as indicated below:

| AMI | POSITION # | UNIT | OSC | UMD FILE PART A/B | CURRENT SAR CODE | REQUIRED SAR CODE |
|-----|------------|----------|-----|----------------------|---------------------|----------------------|
| OM | 7024266 | 919SEPSQ | SPC | B | NONE | 1 |
| OV | 5007120 | 919OSSSQ | DOK | B | 1 | 2 |
| OM | 7045754 | 919OPSGP | CC | A | NONE | 2 |
| OV | 5007116 | 919OSSQ | DOO | B | 3 | S |

2. All changes indicated above are for day-to-day access requirements. (Include justification for upgrading SAR codes if applicable, for example, position #5007120 above).

3. If you have questions please call our POC, MSgt John Smith, DSN 875-3333.

JOHN E. DOE, Lt Col, USAFR

Commander

Attachment 26**ASSIGNED MAJOR COMMAND IDENTITY (AMI) CODES**

| | |
|----|--------------------------------------|
| OD | UNITED STATES AIR FORCES – EUROPE |
| OJ | AIR EDUCATION/TRIANING COMMAND |
| OM | AIR FORC RESERVE COMMAND |
| OR | PACAFIC AIR FORCE COMMAND |
| OU | AIR FORCE INTELLIGENCE AGENCY |
| OV | AIR FORCE SPECIAL OPERATIONS COMMAND |
| 1C | AIR COMBAT COMMAND |
| 1L | AIR MOBILITY COMMAND |
| 1M | AIR FORCE MATERIEL COMMAND |
| 1S | AIR FORCE SPACE COMMAND |
| 2Q | HQ AIR WEATHER SERVICES |
| 3T | AIR FORCE ELEMENTS |

JAMES E. SHARRARD III, Maj Gen, USAF
Commander